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[Redacted] 4/13

12 APR 1960

MEMORANDUM FOR THE RECORD

SUBJECT: Requirements for Two-Drawer Safes

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1. The following persons met today re the above subject:

[Redacted] Stock Management/OL
 [Redacted] Stock Management/OL
 [Redacted] Chief, Surveys Branch/OS
 [Redacted] Records Management Staff

2. [Redacted] stated that with a zero balance on two-drawer safes, he is "in the middle" trying to meet overseas requirements for this equipment. Requests to meet normal requirements are still being received. Moreover, as pointed out by [Redacted] headquarters can anticipate requests from overseas for replacements of two-drawer Remington Rand safes that do not meet security standards. The Office of Security is now conducting a survey to determine the number of both two-drawer and four-drawer safes that must be replaced by Herring-Hall-Marvin equipment. This information will be furnished Records Management Staff as soon as it is compiled.

3. I pointed out that the return to stock of 26 two-drawer Remington Rand safes [Redacted] was anticipated in the near future. Also, that there must be a sizable number of two-drawer Herring-Hall-Marvin (HHM) safes in use in Headquarters. (Stock Management reported later that there are 144 two-drawer HHM safes in use. However, their exact locations are unknown.)

4. [Redacted] agreed that we could do some swapping in Headquarters to accumulate an adequate stock of two-drawer safes to take care of overseas needs. However, this would take some time. Accordingly, he proposed that we procure 50 HHM two-drawer safes for overseas use only, 25 of which would be shipped to the [Redacted] and 25 to the [Redacted] (After the meeting, [Redacted] called me to alter this proposal. He said he will not order the safes until he thoroughly analyzes current issuance experience and the prospects of a swapping program. Perhaps he can reduce the 50 figure. In any event, he plans to disperse the number between the two depots mentioned above, except for about ten safes which he would hold at [Redacted] from where, for some destinations, shipment would be cheaper than from [Redacted])

5. All at the meeting agreed that there is need for a stock of HHM two-drawer safes to cushion us until we can accumulate a sufficient number to hold us indefinitely. [Redacted] stated that whatever number he orders should meet overseas requirements for the next six months. I agreed to convey the consensus of the group to [Redacted]

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6. After discussing the above with [] he questioned whether or not the purchase of two-drawer safes could be allocated against the 1958 Fiscal Year purchase order for HHM safe cabinets. I asked [] about this. He stated that the FY 58 order had been filled.

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